

# Best practices for the self-assessment

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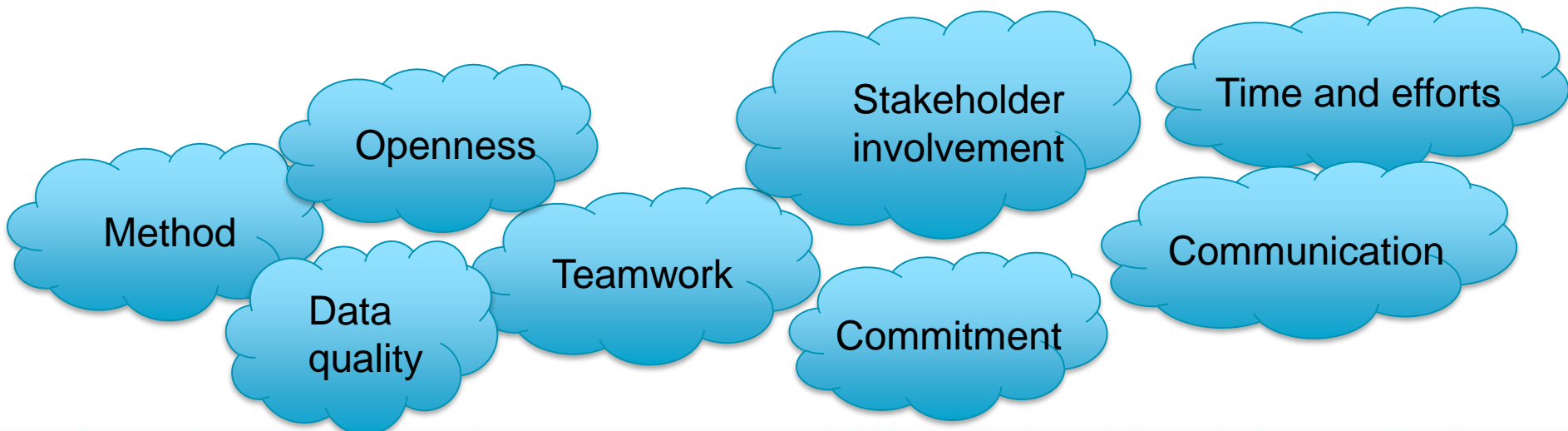
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Nr.8.2.4.0/15/I/001

# Self-assessment report is not a goal in itself

- SAR – final outcome of a whole self-evaluation process
- Self-critical internal consideration – What works well? What could be improved?
- Quality of SAR depends on many contributing factors:



# What would be important

- To take into account the views of a wide range of **stakeholders** to inform self-evaluation
- To agree on the **timeline** for development of SAR - clear indication of what each contributor is expected to provide and when
- To reserve **enough time** for writing/editing.
- To look both **backward** and **forward** – SAR not only states what has been achieved but also reflects on what could be done to enhance activities in the future.
- To follow the **structure** and to use clear **language**
- Minimum description, maximum **analysis** and **self-evaluation**

# ANNEXES

## **ANNEX I: GUIDE OF CONTENT FOR THE SAR**

The self-assessment report should follow the provided main structure:

### **1. Introduction**

### **2. Development of the self-assessment report (SAR)**

*Describe the means the agency has used to develop and produce the SAR (appointment of a team, involvement of stakeholders, etc.).*

### **3. Higher education and QA of higher education in the context of the agency**

*Describe the higher education system and the evaluation of higher education in your country/ context (as relevant).*

### **4. History, profile and activities of the agency**

*Describe the history, profile and all activities of the agency as well as its position and status in the national context (where relevant) and its compliance with the national requirements.*

# Tips to write a good SAR

✓ **Be concise:** the recommended length of the SAR is **around 60 pages** (excluding annexes). Try to save space where possible, e.g. there is no need to copy the text of the ESG guidelines in your SAR (the ESG standards are enough).

Up to **10 annexes** (in English) – annexed documents provide further background to issues described (don't forget to reference them).

Include **hyperlinks** if documents are available on agency's website or elsewhere online.

# Tips to write a good SAR

- ✓ Make sure to explain the **development of the SAR**, e.g. describe the means the agency has used to develop and produce the SAR – appointment of team, involvement of stakeholders, etc.
- ✓ Make sure that the **terminology is clear** and that the same terms are used consistently throughout the report.
- ✓ Make sure all the points from the EQAR eligibility confirmation have been addressed.
- ✓ Make sure the report includes sufficient **reflections, critique**, and **analysis**. SWOT is linked with the analysis under the standards.

# Tips to write a good SAR

Make sure **each QA activity** stated in the Terms of Reference is addressed **individually** under the standards of the **ESG Part 2**. Where the procedures are the same, it should be explicitly stated as such, so that it is clear every activity has been addressed for every standard.

Do not forget to address the **cross-border QA activities** (if applicable).

# Tips to write a good SAR

Make sure the SAR is **self-standing** and self-explanatory. Sometimes there are links to various documents in the SAR (which actually are “annexes“ in another form), and the text is not always self-standing without access to those links.

The main purpose of the **annexes** is to provide **further background** to the issues described, but they should not be necessary for the **basic understanding** of the evidence provided.



# Tips to write a good SAR

In relation to **ESG 2.1**, the expectation is that the SAR will discuss how the different standards of Part I are reflected e.g. through a **mapping** in the agency's criteria (for all QA activities listed in ToR).

ESG	Evaluation of study programmes	Evaluation of doctoral schools	Evaluation of institutions	Cross-border evaluation of programmes	Cross-border evaluation of institutions
1.1 Policy for quality assurance	All standards	1-1, 1-2, 1-3	6.2.1, 1.3.1, 3.2	5.5, 5.8, 5.9, 5.10	1.1, 1.2, 5.1, 5.2
1.2 Design and approval of programmes	1-1, 3-2	1-2, 2-2	2.2.1, 2.2.2, 2.2.3	1.1, 1.2, 1.3	2.1
1.3 Student-centred learning, teaching and assessment	3-1, 4-2	1-2	2.2.2, 3.2, 3.1.1	1.11, 1.12, 3.1, 3.5, 4.2, 4.6, 4.7	2.1, 3.1, 3.3, 3.4, 5.2
1.4 Student admission, progression, recognition and certification	2-1, 2-3, 3-3, 3-4, 3-6, 3-7, 3-8	1-2, 2-1, 2-2	3.1.1	1.6, 3.2	2.2, 3.1, 3.2
1.5 Teaching staff	4-1	1-1	2.3.2, 6.1.3, 6.3.1	5.1, 5.2	4.1, 5.2
1.6 Learning resources and student support	3-6, 3-5	1-1	2.2.3, 2.2.2, 2.4	1.12, 3.4, 5.4	4.2, 4.3
1.7 Information management	4-5, 4-6, 4-7, 4-8	3-1, 3-2	6.3.3	2.1, 3.1, 4.2, 4.4, 4.5, 4.6	5.3
1.8 Public information	1-1, 1-2, 2-1, 2-3, 3-3, 3-4, 4-1, 4-3, 4-6	1-1, 1-2, 3-1, 3-2	1.4, 2.2.4, 3.1.1	1.2, 1.4, 1.12	5.3, 7.1, 7.2
1.9 On-going monitoring and periodic review of programmes	4-8, 4-2	1-1, 3-2	2.2.4	5.5, 5.8, 5.9, 5.10	5.1, 5.2

# Tips to write a good SAR

Make sure to not only mention the agency's collaboration with different stakeholders and the means you collect feedback from them, but also discuss how the feedback is analysed and mention some of the **stakeholders' actual opinions**.

Summary of **feedback analysis**  
can be added as an annex.

# Best practices for the self-assessment

## **Workshop**



Thank you!

